



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY DENTAL COMMAND
2050 WORTH ROAD
FORT SAM HOUSTON, TEXAS 78234-6000

MCDS

14 May 2007

MEMORANDUM FOR
Commanders, Regional Dental Commands
Commander, Army Dental Laboratory
Commanders, Dental Activities

SUBJECT: Delegation of National Security Personnel System (NSPS) Pay Setting Authorities

1. References:

- a. PL 108-136, National Defense Authorization Act, November 24, 2003
- b. Title 5, Code of Federal Regulations, Chapter XCIX, Part 9901
- c. DOD 1400.25-M, Civilian Personnel Manual
- d. Army Medical Command NSPS Implementing Policies, Business Rules and Procedures, 09 May 2007

2. Applicability. This guidance covers all civilian personnel in the National Security Personnel System and managers and supervisors both military and civilian who are in the supervisory chain within the Dental Command.

3. Effective immediately, the pay setting authorities are delegated as shown below:

- a. Dental Activity commanders have the delegated authority to set pay as follows:

Personnel Action	Pay Setting Authority
New hires	Minimum of pay band up to Step 1 of former GS grade level
Promotions	6% pay increase to current salary

b. Regional Dental Command Commanders and the Army Dental Lab Commander have the delegated authority to set pay as indicated. Commanders will comply with applicable DoD and Army implementing issuances to establish audit trails for financial and personnel decisions.

MCDS

SUBJECT: Delegation of National Security Personnel System (NSPS) Pay Setting Authorities

Personnel Action	Pay-Setting Authority
New Hires	Up to Step 7 of the former or equivalent GS grade level. For dentists, an additional adjustment of up to \$14,000 may be authorized for physician comparability purposes.
Promotions	Up to 10% of the employee's current salary
Management or Employee-initiated reassignments	Up to 5% per reassignment, 10% limit per 12-month period.
Reductions in pay	Up to 10% within a 12-month period.


c. Pay setting authorities indicated below rest with the DENCOM Commander and will not be delegated below the Command Headquarters level.

Personnel Action	Pay-Setting Authority Delegation
New Hires	Greater than Step 7 of the former or equivalent GS grade level
Promotions	Greater than 10% of the employees' current salary
Reassignments (voluntary and management-directed) and voluntary reductions in pay band	Waiver of the 12-month limitation and 10% limit. Approve increases greater than cumulative 10% within a 12-month period in management reassignments. Pay increases in reassignments or reductions in band within the same 12-month period must be taken into consideration. Pay increase per reassignment may not exceed 5%.

4. Pay setting determinations shall be documented using the NSPS Salary Determination Process Worksheet provided as enclosure (1). A copy of the completed worksheet shall be retained by the authorized official and provided to the Civilian Personnel Operations Center.

5. POC for this memorandum is John Heath, Civilian Human resources Manager, DSN 471-7966, e-mail: john.heath@us.army.mil.

Encl


LARRY J. HANSON
COL, Dental Corps
Commanding

NSPS SALARY DETERMINATION PROCESS WORKSHEET

Candidate Information	NSPS Job Information (To Be Filled)
Name:	Location:
Current Job Title:	NSPS Position Title:
Current NSPS Pay Schedule & Pay Band OR GS-Series-Grade (if applicable):	NSPS Pay Schedule/Occupation Code /Pay Band : Former GS-Grade & Series or Equivalent:
	NSPS Salary Range:
	Target Level Salary Range:

Nature of Action (Check One)

Pay-Setting Guidance (See Manager's Guide for Specific Guidance)

☐

New Hire

New-Hire pay may be set no higher than Step 1 of the former GS-grade equivalent plus 30.0% (up to the pay band maximum rate of pay)

Salary Range: _____

☐

Promotion

Between 6.0% and 20.0%, not to exceed the NSPS Pay Band maximum

☐

Reassignment

____ Voluntary

Either 1) Any decrease amount but no less than the NSPS Pay Band minimum OR 2) Any increase between 0% and 5.0% but not to exceed the NSPS Pay Band maximum. Increase > 5% within 12 months needs HLMO.

Date of last reassignment: _____ % of Increase/Decrease: _____

____ Management

Between 0% and 5.0% for each action, not to exceed the NSPS Pay Band Directed maximum.

____ Involuntary

Decrease between 10.0% and 0%, but no less than the NSPS Pay Band minimum

Date of last reassignment: _____ % of Decrease: _____

☐

____ ACDP

Generally not to exceed 20.0% annually; but no more than Pay Band 1 maximum

SALARY INFORMATION: Candidate's Current Salary, Internal Salary Analyses, Proposed Salary

Use the Pay-Setting Guidance above (See NSPS Manager's Guide for more detailed information). Complete the entire Worksheet before determining the appropriate "Proposed Salary" to ensure a thorough comparison with all relevant pay-setting factors.

Candidate's Current Salary	Internal Salary Data of Incumbent(s) in Same or Similar Position(s) (1)	PROPOSED SALARY (including Local Market Supplement)
Total Annual Salary: (Includes Base Salary + Locality/Geographic Pay; Exclude Bonuses, Awards, Lump-Sums Amounts) For Physicians/Dentists Only: Physician Comparability Pay Amount: \$ _____ Total Salary + PCA: \$ _____ Years of Relevant Experience: _____	Avg. Salary: Number of Incumbents: Highest Salary: Avg. Years in Position:	New NSPS Salary: % Difference: (from Current Salary) Is Salary Offer Within Unit/Org/Dept Salary Budget? Y/N _____ Pay-Setting Guidance? Y/N _____
For External, Non-Federal, New-Hire Candidates Only Prior to Committing to a Proposed Salary, Factor in the "Total R Perspective" and/or the use of any Recruitment Bonus or Relocation Bonus Relocation Bonus % _____ Amount: _____ Recruitment Bonus % _____ Amount: _____ For how long (number of months) _____ Retention Incentive % _____ Amount (Annual): _____		Was the "Total R Perspective" Considered and Emphasized, Especially the Value of FEHB, Leave Programs, etc? Y/N

CANDIDATE JOB-RELATED EXPERIENCE, TRAINING, AND SKILL/COMPETENCY ASSESSMENT

Indicate the Candidates Education Level and/or Degrees: _____

Years of Relevant Experience: _____

List Relevant Training (Licenses, Certifications, etc): _____

Place an "X" in the Appropriate Level of Job-Related Experience, Training, and Skill Levels/Competencies of the Candidate. Consider the full-range of the Candidate's breadth, depth, and scope of relevant job duties, responsibilities, and complexity.

Candidate's Employment History Indicates	Experience	Training	Competencies (Knowledge, Skills, Abilities)	Breadth, Depth, and Scope of Relevant Job Experience
Meets Minimum Position Levels				
Exceeds Minimum Position Levels				
Prior Direct Experience, Can "Hit the ground running"				
Possesses Unique Skills Critical to Unit/Agency/Department (Identify)				

IF PROPOSED SALARY IS NOT WITHIN GUIDELINES

Check only those pay factors that were considered in reaching this pay decision and provide appropriate justification.

Pay Factors	Notation on salary determination
<input type="checkbox"/> Critical Agency Business Need	
<input type="checkbox"/> Current Salary / Salary History	
<input type="checkbox"/> Relevant Work Experience	
<input type="checkbox"/> Education Levels	
<input type="checkbox"/> Training	
<input type="checkbox"/> Competencies	
<input type="checkbox"/> Use of Any/All of the "3 R's"	
<input type="checkbox"/> Other (Describe)	

Other Considerations

Authorizing Management Official Name and Signature: _____

Date: _____

Higher Level Management Official Name and Signature: _____

Date: _____